



4th Infantry Division VTC Request Form



Requesting section:

POC for requesting section:

- **Name:**
- **Phone:**
- **E-mail:**

Requested date and time (Start to Finish):

Subject/Title for VTC:

Date that VTC request submitted:

***Verified that local VTC room is available (YES or NO):**

***Which room will it be in (DCR or DOC):**

Distant end POC:

- **Name:**
- **Phone:**
- **E-mail:**

Distant end location or DVSG Site ID:

Is the VTC Classified or Unclassified? :

Please submit all request forms to:

**4th ID Headquarters
761st Tank Battalion
Bldg.410, Room 205
Ft. Hood, TX. 76544**

Mr. Elliott Franklin.	elliott.w.franklin@hood.army.mil	254-288-6569
SGT Gregoire	Lindsay.R.Gregoire@hood.army.mil	254-286-6614
		254-702-1455 (Cell)

***Personnel requesting a VTC must schedule the DCR through the SGS. THE SGS IS NOT RESPONSIBLE FOR SCHEDULING VTC's. The DOC (Rm. 251) must be scheduled through the personnel that run the DOC. If you do not submit a VTC request form, your VTC will not happen!**

Forms must be filled out completely and submitted no less than 48 hrs for CONUS and no less than 72 hrs. OCONUS sites. We must have time to coordinate with other VTC HUBs and their schedules.